



MINUTES

**BRYAN BUILDING AND STANDARDS COMMISSION
WORKSHOP MEETING
MONDAY, OCTOBER 8, 2012
12:00 P.M.
ROOM 305, BRYAN MUNICIPAL BUILDING
300 SOUTH TEXAS AVENUE, BRYAN, TEXAS**

On the 8th day of October, 2012 the Building and Standards Commission of the City of Bryan, Texas convened in Room 305 of the Bryan Municipal Building, 300 S. Texas Avenue at 12:00pm.

BSC Members Present:

Mr. Jerry Ponzio
Mr. Victor Drozd
Mr. Daryl Massey
Mr. Greg Owens
Ms. Cheryl Free

Staff Members Present:

Mr. Greg Cox, Chief Building Official
Mr. Martin Zimmermann, Planning Administrator
Mr. Jonathan Koury, Assistant City Attorney
Ms. Charmaine McKinzie, Dev. Serv. Representative

Disclaimer: *The meeting minutes herein are a summarization of meeting procedures, not a verbatim transcription.*

1. CALL TO ORDER.

Chairperson Ponzio called the meeting to order at 12:11pm

2. STAFF PRESENTATION OF 2011-12 BUILDING AND STANDARDS COMMISSION ACTIVITY (Questions may be directed to staff, no action will be taken).

Mr. Martin Zimmermann, Planning Administrator, provided an overview of Commission activity and City of Bryan demolition activity for FY 2012 and an outlook for FY 2013.

FY 2012 Commission Activity:

- 7 regular meetings
- 3 workshop meetings

- Commission considered 59 properties (FY11: 43)
- structures on 51 (FY11: 39) properties were ordered demolished (86%)
- about 60% of structures ordered demolished are actually demolished by responsible party (e.g., property owner)
- structures on 5 properties ordered demolished in FY11 remain (appeal, commercial properties, or MHs)
- structures on 25 properties ordered demolished in FY12 remain
- 6 appeal cases pending in District Court (incl. FY11)

FY 2012 Demolition Activity:

- 86 demolitions
 - 19 City contractor demolitions
 - \$ 84,482.96 total spent on City contractor demolitions
 - \$ 4,446 on average spent per property demolished by City contractor
 - 67 responsible party (e.g., property owner) demolitions before or after BSC meeting
 - 13 demolitions as a result of verbal contact or “first letter”

3. STAFF PRESENTATION AND DISCUSSION REGARDING THE DUTIES AND FUNCTIONS OF THE BUILDING AND STANDARDS COMMISSION AND COMMISSION MEETING PROCEDURES (Questions may be directed to staff, no action will be taken).

Mr. Zimmermann presented an overview of the procedures that City staff goes through for each case that is considered by the Commission. He reminded that Commissioners can help staff manage the substandard structure process by avoiding delaying a decision. Staff will make best effort to work with property owners in unconventional cases, e.g., where property ownership is disputed. He urged Commissioners to ask questions about staff recommendation or information submitted by property owners before making a decision and reminded that property owners rarely make contact with Building Official prior to meeting even though the initial letter urges them to do so to come up with a plan to bring properties into compliance.

4. ADJOURN.

Without objection, Chairperson Ponzio adjourned the meeting at 1:03pm

These minutes were reviewed and approved by the City of Bryan Building and Standards Commission on the 26th day of November, 2012.

Jerry Ponzio, Chairperson
Building and Standards Commission
City of Bryan, Texas

Greg Cox, Chief Building Official and
Secretary to the Building and Standards
Commission